



Child Safety Coordinator

Department: Police

Class Code: 2147

EEO Code: 22

FLSA: E

Effective: 01/03/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty supervising the Child Safety Program and the School Guard Program; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates activities between schools, clubs, and other organizations and police department to administer Child Safety Programs; prepares course objectives and outline of course of study following curriculum guidelines and requirements of state and school; lectures, demonstrates, and uses audiovisual and costume character teaching aids to present subject matter to class; prepares, administers and corrects tests and records results; assigns lessons, corrects papers, and hears oral presentations; teaches family life and child safety courses including Assertiveness, Bullying, Emergency 911, Drug Awareness, Bicycle Safety, Pedestrian Safety, Water Safety and Summer Safety; evaluates programs and program presenters; develops work schedule and reviews payroll for school crossing guards; supervises and evaluates school crossing guards; represents the Department on various child related boards; develops special exhibits and displays for public relations events; talks with students, teachers, parents, and other individuals to establish rapport, identify problems, and offer assistance as needed; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of early childhood education principles; of Child Safety program curriculum; good knowledge of basic practices and principles of effective supervision; of appropriate referral sources.

Considerable skill in communicating with children of all ages; good skill in public speaking and classroom management; in maintaining effective working relationships with other employees, other police enforcement and resource agencies and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate level major in education or a related field and two years experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
